

APPROVED

Minutes
County Road Administration Board
January 15-16, 2004
CRAB Office - Olympia, Washington

Members Present: Grant County Commissioner Tim Snead, Chair
Asotin County Commissioner Don Scheibe, Vice-Chair
Kitsap County Commissioner Patty Lent
Garfield County Commissioner Dean Burton
Tom Ballard, Pierce County Engineer
Walla Walla County Commissioner Dave Carey
Clark County Commissioner Judie Stanton

Members Absent: Jim Whitbread, Stevens County Engineer
Robert Breshears, Lincoln County Engineer

Staff Present: Jay Weber, Executive Director
Walt Olsen, Deputy Director
Steve Hillesland, Assistant Director
Karen Pendleton, Executive Assistant
Randy Hart, Grant Programs Manager
Al King, Intergovernmental Policy Manager
Larry Pearson, Maintenance Manager

Guests: Reid Wheeler, WMS
Jolene Gosselin, Douglas County

CALL TO ORDER

Chair Snead called the County Road Administration Board quarterly meeting to order at 1:00 PM on Thursday, January 15, 2004, at the CRAB Office in Olympia.

CHAIR'S REPORT

Approve January 15-16, 2004 Agenda

Commissioner Burton moved and Commissioner Lent seconded to approve the agenda with no changes. **Motion carried.**

Approve Minutes of October 9-10, 2003 CRABoard Meeting

Commissioner Stanton moved and Commissioner Burton seconded to approve the minutes of the October 9-10, 2003 CRABoard meeting with the following change to page 9 last paragraph: Change "Commissioner Snead moved" to "Commissioner Burton moved".

Motion carried.

2003 Annual Report

Chair Snead thanked staff on a job well done with the 2003 CRAB Annual Report.

DIRECTOR'S REPORT

Mr. Weber recognized Commissioner Burton's recent election as WSAC Secretary Treasurer by presenting him with some helpful items to use during his tenure.

Current Budget Status

Mr. Weber reviewed CRAB's current budget status through December 31, 2003.

Annual Certification Form for Year 2003

Mr. Weber reviewed the Annual Certification Form for year 2003. After discussion, Commissioner Lent moved and Commissioner Stanton seconded to adopt the form for year 2003. **Motion carried.**

Resolution 2004-001 CAPA Distribution

Mr. Weber presented Resolution 2004-001 regarding implementation of a pavement management system for the 2004 CAPA distribution. After discussion, Commissioner Stanton moved and Commissioner Scheibe seconded to adopt Resolution 2004-001, that for the purposes of determining each county's County Arterial Preservation Account eligibility for calendar year 2004, all of the thirty-nine counties are in substantial compliance with WAC 136-70-030. **Motion carried.**

Day Labor Limit - Grant County

Mr. Weber reviewed a letter from Grant County Engineer/PWD Derek Pohle regarding Grant County's Day Labor limit for the year 2003. Mr. Pohle explains that Grant County will likely exceed its Day Labor limit for the year 2003 due to the following reasons:

- Extraordinarily favorable bidding environment
- Four projects did not move forward due to permitting issues, unanticipated ROW issues, or the lack of a promised resolution to the constitutionality of the City of Moses Lake's annexation of the Wheeler corridor
- The effect from the increase of their Cost Share Program for 2003

Mr. Weber noted other factors, the bid items of oil and rock contributed materially to the amount by which the limit was exceeded.

DEPUTY DIRECTOR'S REPORT

County Engineers/Public Works Directors

Mr. Olsen announced the following changes in status of County Engineers/PWD since October 2003:

- Pete Ringen, Lewis County Engineer, resigned effective December 19, 2003.
- Wahkiakum County Public Works Director Jack Tobin announced his retirement effective December 31, 2003. CRAB was asked to assist with the recruitment and selection process. Interviews were conducted November 18, 2003. Pete Ringen, former Lewis County Engineer, accepted the position on December 8, 2003.
- Bill Critz has left Asotin County, effective September 26, 2003. Asotin County hired Joel Ristau as County Engineer, effective December 15, 2003.
- Mark Cook, Lewis County announced that Bill Frare has been appointed as acting County Engineer in Lewis County.

County Visits

Mr. Olsen announced that he and Mr. Weber completed one Official County Visit to Benton County since the October 2003 CRABoard Meeting. Last week's meeting in Kittitas County was cancelled due to inclement weather. Mr. Olsen presented the following list of Official County Visits accomplished in 2003:

January: Wahkiakum & Lewis Counties
 February: Skamania & Clark Counties
 March: Grays Harbor & Pacific Counties
 April: Mason & Thurston Counties
 May: Asotin, Columbia & Walla Walla Counties
 June: Chelan, Ferry & Okanogan Counties
 July: Adams, Spokane & Whitman Counties
 August: Skagit, San Juan, & King Counties

State Auditor's Report

The 1997 State Auditor Office (SAO) audit of CRAB concluded that the minutes of the Board meetings needed specific mention of SAO audits of the counties and of any findings that might relate to the statutory responsibilities of CRAB. The minutes also need to reflect any recommendations from the CRABoard to staff in response to the audits. This report details our staff procedures to satisfy the SAO.

CRAB has received 9 audit reports representing 9 counties since the October 2003 board meeting. Specifically:

1. Grant County: SAO #65534, issued on October 10, 2003 covering the period of January 1, 2002 to December 31, 2002. This report was an accountability audit only and issued 3 findings, none of which involved County Road Funds. The financial audit was issued earlier.
2. Snohomish County: SAO #65636, issued on October 17, 2003 covering the period of January 1, 2002 to December 31, 2002. This report was an accountability audit only and issued 1 finding,

which did not involve County Road Funds. The financial audit was issued earlier.

3. King County: SAO #65688, issued on October 30, 2003 covering the period of January 1, 2002 to December 31, 2002. This report was an accountability audit only and issued 3 findings, none of which involved County Road Funds. The financial audit was issued earlier.
4. Kitsap County: SAO #65677, issued on November 7, 2003 covering the period of January 1, 2002 to December 31, 2002. This report was an accountability audit only and did not specify any findings involving County Road Funds. The financial audit was issued earlier.
5. Cowlitz County: SAO #65706, issued on November 14, 2003 covering the period of January 1, 2002 to December 31, 2002. This report was an accountability audit only and did not specify any findings involving County Road Funds. The financial audit was issued earlier.
6. Mason County: SAO #65751, issued on November 21, 2003 covering the period of January 1, 2002 to December 31, 2002. This report was an accountability audit only and issued 1 finding, which did not involve County Road Funds. The financial audit was issued earlier.
7. Yakima County: SAO #65766, issued on November 26, 2003 covering the period of January 1, 2002 to December 31, 2002. This report was a financial audit only and issued 3 findings, none of which involved County Road Funds. The financial audit was issued earlier.
8. Lewis County: SAO #65812, issued on December 12, 2003 covering the period of January 1, 2002 to December 31, 2002. This report was an accountability audit only and issued 1 finding, which did not involve County Road Funds. The financial audit was issued earlier.

9. Island County: SAO #65860, issued on December 26, 2003 covering the period of January 1, 2002 to December 31, 2002. This report was an accountability audit only and no findings were issued. The financial audit was issued earlier.

Activities

Mr. Olsen reviewed a list of his activities since the October CRABoard meeting.

2:00 PM – PUBLIC HEARING

Chair Snead opened the public hearing at 2:08 p.m.

WAC's 136-130-040; 060; 070

Chair Snead called for staff presentation regarding WAC's 136-130-040; 060; 070.

Mr. Hart announced that proposed changes to WAC 136-130-040 reflect changes already made to WAC 136-161-080 "Limitations on allocations of RATA funds to counties", on April 18, 2003. Those changes set the \$750,000 single project and forty percent regional county request limits for the NW region. In addition, WAC 136-130-040 includes definitions for both reconstruction and 3R project submittal rating criteria.

Proposed changes to WAC 136-130-060 would define both reconstruction and 3R project submittal rating criteria for the SE Region.

Proposed changes to WAC 136-130-070 would define both reconstruction and 3R project submittal rating criteria for the SW Region.

Chair Snead opened the floor for public testimony. Hearing none, Commissioner Burton moved and Commissioner Lent seconded to close the public hearing. **Motion carried.**

Commissioner Scheibe moved and Commissioner Burton seconded to adopt changes to WAC's 136-130-040. **Motion carried.**

Commissioner Scheibe moved and Commissioner Stanton seconded to adopt changes to WAC's 136-130-060. **Motion carried.**

Commissioner Stanton moved and Commissioner Lent seconded to adopt changes to WAC's 136-130-070. **Motion carried.**

Chair Snead called for staff presentation regarding WAC 136-28-010.

Mr. Hart announced that the proposed change to WAC 136-28-010 was a housekeeping change to update the name of the Bureau of Accident Statistics to the National Highway Traffic Safety Administration.

Chair Snead opened the floor for public testimony. Hearing none, Commissioner Lent moved and Commissioner Carey seconded to close the public hearing. **Motion carried.**

Commissioner Stanton moved and Commissioner Scheibe seconded to adopt changes to WAC 136-28-010. **Motion carried.**

RAP BUSINESS

Program Status Report

Mr. Hart reviewed the following handouts:

1. Rural Arterial Program status report
2. Balance of RATA Funds for Each Region
3. Historical RATA spending: programmed vs. actual
4. RATA Account Balance History

Resolution 2004-002 Apportion RATA Funds to Regions

Mr. Hart presented Resolution 2004-002 Apportion RATA Funds to Regions. The resolution authorizes the accrued amount of \$5,071,751 now credited to RATA be apportioned to the regions by the established 2003-2005 biennium regional percentages after setting

aside \$152,153 for administration.

Commissioner Scheibe moved and Commissioner Lent seconded to approve Resolution 2004-002 Apportion RATA Funds to Regions.

Motion carried.

Douglas County Project Increase Request

Mr. Hart announced that Douglas County, per letter dated July 7, 2003, and supporting details furnished in their letters dated November 17 and December 20, 2003 has requested a \$476,000 increase in RATA funding for Badger Mountain Grade in accordance with WAC 136-165-010. This is 19% of the current RATA funding of \$2,506,500.

Mr. Hart briefed the Board on the background of the project concluding by recommending approval of the full increase of \$476,000. Mr. Hart introduced Douglas County Engineer Jolene Gosselin.

Mr. Olsen read an e-mail from CRABoard member Bob Breshears asking the following questions:

1. Did Douglas County communicate any concerns to CRAB staff prior to bidding based on the increase reflected in their Engineer's Estimate? Jolene Gosselin, "Yes, we talked with Randy about the estimate and talked with Jay Weber regarding the Legislature to have DNR backdown."
2. Was the bid project scope substantially the same as the project scope identified in the final prospectus? Jolene Gosselin, "The project scope was nothing fancy, very standard."
3. Why the long time frame between their original request and their supporting documentation? Jolene Gosselin, "It took some time to put it together." Randy Hart, "We received the request in July too close to the July CRABoard meeting. We

planned on taking it to the table in October but needed more details."

After Board discussion and questions to Ms. Gosselin, Commissioner Lent moved and Commissioner Stanton seconded to approve the full increase of \$476,000, with the understanding that the increase amount granted will be deducted from the next biennium funding limit for Douglas County. **Motion carried.**

STAFF REPORTS

Information Services

Mr. Hillesland discussed the upcoming Eagle Point training; status of the Mobility beta testing project; and the schedule for deployment of Mobility.

Maintenance Management

Mr. Pearson gave a brief update on the progress of the Maintenance Management program.

Intergovernmental Policy Manager Update

Mr. King discussed his activities... federal funding vs. state funding; monthly article in newspapers; phone calls received; meetings attended; brochures of facts and figures of safety and "County Roads... Where the Buck Stops".

County Freight & Goods Update

Mr. Olsen announced that prior to Dave Whitcher's retirement the 2003 Freight and Goods Study was completed and is currently at the printers. He concluded that each member will receive a copy of the report at the April CRABoard meeting.

AGENCY REQUEST LEGISLATION

Mr. Weber announced that two pieces of agency request legislation have been sponsored by Representative Murray and are ready to be dropped after he endorses them this afternoon. The first bill proposes to increase the population ceiling of the small counties

represented on the Board from 12,000 to 20,000 and amends RCW 36.78.040. The second bill proposal deletes reference to the BARS manual by account numbers and refers to the manual by account name. This will accommodate the recent manual updates, and will allow for future updates to the manual without the need for additional statute amendment and amends RCW 36.77.065 and 36.81.130.

Chair Snead recessed at 4:00 PM on January 15, 2004. The CRABoard meeting will resume January 16, 2004 at 9:00 A.M.

County Road Administration Board
 January 16, 2004
 Friday

CALL TO ORDER

The second day of the winter CRABoard meeting was called to order by Chair Snead at 9:00 AM on January 16, 2004.

DAY LABOR

Mr. Weber reviewed copies of RCW 36.77.065 and WAC 136-18 regarding Day Labor. He gave a brief of history of why day labor compliance was established and what steps the CRABoard looks at today in determining if any county has unreasonably exceeded its statutory day labor limit for the preceding calendar year.

After extensive discussion Mr. Weber suggested that we don't change the RCW or WAC but change the way we investigate the elements involved for not just projects but history of the counties' compliance.

KING COUNTY VISIT

Mr. Weber reviewed an official county visit letter to King County Acting Engineer Paulette Norman. He discussed some of King County's problem areas including Road Design Standards; Maintenance; clarification of precise duties of the County Engineer.

After lengthy discussions the Board directed staff to contact King County and invite them to the April CRABoard meeting to explain these issues.

Commissioner Lent moved and Commissioner Carey seconded to adjourn at 10:30 AM. **Motion carried.**

Chairman

ATTEST: _____